APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE

3. Dept., Division, Subdivision & Administering Office Address

Department of Transit Operations
Division of Transportation
2775 East Ponce de Leon Avenue
Decatur, GA 30309

FOR RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
JAN 1 0 1983	**75-11-A**	JAN 3 1 1983

1. Application	2. Dept. Application No.

4. Person to Contact	5. Working Title	6. Telephone Number
Ms. Julia Houston		

7. Action Requested

a. [ ] Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. ____75-11-A____   Check One: ☐ Change; ☒ Supercede; ☐ Void

8. Dates of Series	9. Records Series Title *(followed by title used in office; if different)*
Earliest Latest	
1960 | Present	Bus Mileage Card File

10. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Transportation Division is charged with the responsibility of providing public transportation to the citizens of the MARTA service area. The primary functions are operations, training, security, and radio communications. The operating divisions are responsible for maintaining an adequate force of bus and train operators and administrative support. The safety section is responsible for providing a vehicle safety program that develops and improves operators' driving skills. The training section is responsible for developing candidates into competent bus and train operators. The Security section provides security for all MARTA-owned property and its passengers and operators. The Central Radio section is MARTA's communications center.

11. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*:
Attach samples of the file.

Documents relating to: the operation mileage of buses, operator name, badge number, route number, any mechanical problems noted by the operator, and time worked.

Included are: Bus Mileage Cards and daily block-out sheets. (Bus Assignment, Form # 0753.)

File is arranged: Chronologically, by date, by work shift division.

12. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;

twenty-five months and older _____ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

3012 (3/76)

YES	NO	14.	Questionnaire (Place an "X" in the proper column)
X		a.	Is this the official copy of the series? If not, where is it?
	X	b.	Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c.	Is this a vital record?
	X	d.	Does this series have historical or long term research value?
	X	e.	When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f.	Is the information contained in this series ever published? If yes, attach copy.
	X	g.	Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h.	Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i.	Is this series (or a major portion of it) regularly microfilmed?
	X	j.	Does the record series result in a computer printout?

15. **Retention Requirements**   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.
b. Statute of limitation _____ years.   e. Administrative need __10__ years.
c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

This file is used as evidence in suits involving personal injury
or damage. The records aid in determining the operational safety of the
buses.

16. **Approved Disposition Instructions**   This agency recommends that the file series be cut off at the end of each:

[ ] Calendar Year; [ ] Fiscal Year; [X] Other ___**Monthly**___ then,

[X] Hold in the current files area __1__ month(s) _____ year(s); then
[ ] Transfer to local holding area; hold _____ year(s); then
[X] Transfer to ~~State~~ MARTA Records Center; hold __10__ year(s); then
[X] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above, or write additional remarks):

17. **APPROVALS**

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	Iuba G. Houston	12/16/82		_Brenda L. Pollard_	12/29/92
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	_____	12-16-82		_E. L. Smith_	1/5/83
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	_____	12/22/82		_Edward Weldon_	1/28/83
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
Department of Transit Operations Division of Transportation 2775 East Ponce de Leon Avenue Decatur, GA 30309	Date Received	Application No.	Date Completed
	MAY 2 3 1980	75-11-A	JUN 1 8 1980
	1. Application	2. Dept. Application No.	

4. Person to Contact	5. Working Title	6. Telephone Number
Ms. Patti Nolan		

7. Action Requested

  a. ☐ Establish Retention Schedule; record will continue to accumulate.

  b. ☐ Dispose of present accumulation; no further accumulation anticipated.

  c. ☒ Amend Application No. __75-11__   Check One: ☐ Change; ☒ Supercede; ☐ Void

8. Dates of Series	9. Records Series Title (followed by title used in office; if different)
Earliest Latest	
1960 Present	Bus Mileage Card File

10. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Division of Transportation provides bus transit services for the MARTA service area. A security service is provided for on the Authority's buses and trains. The Division provides the security for the Department's three garages, grounds and equipment and the Peachtree Summit Building. Pursuant to providing security, this Division maintains liaison with school officials, police departments and the courts.

The Division handles citizen suggestions and complaints regarding transit operations. The Division conducts training programs for operators, supervisors, dispatchers, and other employees. This Division provides for the installation and monitoring of industrial and public safety procedures. A continuous program of safety training for operators is conducted. Accidents involving employees or vehicles of the Authority are investigated by this Division with the assistance of the Division of Risk Management, Claims Branch, (SEE ATTACHED)

11. Record Series Description   This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: The operation mileage of buses, operators name, badge number, route number, any mechanical problems noted by the operator, and time worked.

Included are: Bus mileage cards only.

File is arranged: Chronologically, by date, by work shift division.

12. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;

twenty-five months and older _____ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____

3012 (3/76)

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need ___20___ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

Reference is made to: State of Georgia, Section 3-1002, 1003, 1004

16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other __Monthly_____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold __20__ year(s); then

MARTA

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

This file is used as evidence in suits involving personal injury or damage. The
records aid in determining the operational safety of the buses.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	P A Nolan	5-1-80	Wayne Crowder		5/12/80
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
		5-5-80	Smith		5/13/80
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	Altman	5/7/80	Carroll Hart		6/18/80
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
Regina H. Finklen		5/9/80			

1593-02 > 9

PPLICATION FOR RECORDS DISPOSITION STANDARD

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INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
Department of Transit Operations Division of Transporation 125 Pine Street Atlanta, Georgia	**Date Received** FEB 12 1975	**Application No.** **75-11**	**Date Completed** FEB 20 1975
	1. Application Date		**2. Dept. Application No.**

4. Person to Contact	5. Working Title	6. Telephone No.
Mr. C. L. White	Records Supervisor	586-5302

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title
1960 - Present	Bus Mileage Card File

10. What is the function of the office in which this record series is created?

The Division of Transportation provides bus transit services for the MARTA service area.
A security service is provided for on the Authority's buses. The Division provides the
security for the Department's three garages, grounds and equipment and the Equitable Bldg.
Pursuant to providing security, this Division maintain liaison with school officials,
police departments and the courts.

The Division handles citizen suggestions and complaints regarding transit operations. All
fare box revenues are collected and transported by this Division, also a 24-hour schedule
information service is provided.

The Division conducts training programs for operators, supervisors, dispatchers, and other
employees. This Division provides for the installation and monitoring of industrial and
public safety procedures. A continuous program of safety training for operators is con-
ducted. Accidents involving employees or vehicles of the Authority are (See Attached)

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to: The operation mileage of buses, operators name, badge number, route number,
any mechanical problems noted by the operator, and time worked.

Included are: Bus mileage cards only.

File is arranged: Chronologically, by date, by work shift division.

ATTACH SAMPLES OF THE FILE

12. Equipment Occupied	No. of Drawers	Cu. Ft. of Records		No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	4	6	Annual Rate of Accumulation	1 cu. ft. per day			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				This Year's	Last Year's	Preceeding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	2	1	0	0

M-3012

QUESTIONNAIRE   Place an "x" in the proper column. If answer is "YES," please explain.

YES   NO

13. [X]   [ ] Is this the Record Copy of the series?

14. [ ]   [X] Is there a duplication of this series in another office or agency?

15. [ ]   [X] Is the information contained in this series ever summarized or published? Attach copy.

16. [ ]   [X] Does the series contain classified information requiring security handling?

17. [ ]   [X] Does the series initiate, amend or terminate agency policies and procedures?

18. [X]   [ ] Could the function be performed if the files were lost or destroyed?

19. [ ]   [X] Is the series (or major portion of it) regularly microfilmed? If yes, why?

20. [ ]   [X] Does the record series provide data as input to an EDP file?

21. [ ]   [X] Does the record series contain documentation produced as EDP printout?

22. [ ]   [X] Has the Federal Government issued instructions governing retention/disposition of these files?

23. [ ]   [X] Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept ____5____ years:

a. [ ] STATE   b. [ ] STATUTE OF   c. [ ] AUDIT   d. [ ] FEDERAL   e. [X] ADMINISTRATIVE   f. [ ] HISTORICAL
        LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
              *(Cite Law, Statute, or other reason for the retention requirement)

    Reference is made to:
    State of Georgia, Section 3-1002, 1003, 1004.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

    - [ ] CALENDAR YEAR   - [ ] FISCAL YEAR   - [X] Other   (Monthly)

    [ ] Hold in the current files area ____1____ month(s)/_____ year(s):
    [X] Transfer to [X] State Records Center [ ] Local Holding Area; hold ____5____ year(s):
    [X] Destroy.
    [ ] Transfer to Archives for permanent retention.
    [ ] Destroy immediately after cut-off.
    [ ] Other: (Specify)

                    (Indicate briefly rationale for recommendations above/or write additional remarks):
This file is used as evidence in suits involving personal injury or damage. The records
aid in determing the operational safety of the buses.

26. APPROVALS

Approved Department Records Management Officer.	Date	Approved Legal Counsel	Date
H L Taylor	2/11/75	Wayne P Crowley	2-12-75
Approved Division Head /Designee	Date	Approved Division of Audit	Date
V O Dunlee	1-30-75	William V. Carasile	1-28-75
Approved Department Head /Designee	Date	Approved MARTA Management Advisory Committee	Date
Approved Records Management Analyst	Date	Approved Department of Archives and History	Date
Douglas M Harris	1-28-75	Carroll Hart	2-19-75

APPLICATION FOR RECORDS DISPOSITION STANDARD

Item 10. (Cont.)

investigated by this Division with the assistance of the Division of Claims, to
determine their cause, the existence of safety violations, and corrective and
preventive action to be taken.

This Division operates the Authority radio system. It also develops and main-
tains the divisional and personnel records.